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**FORM GSBS50: STUDENT HEALTH INSURANCE DISBURSEMENT FOR ACADEMIC YEAR 2020-21**

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| Student:       | Employee ID:       |

|  |  |  |  |
| --- | --- | --- | --- |
|  | Name | Signature | Date |
| Thesis Advisor |       |  |  |
| Funding Department Administrator OR GSBS Administrator |       |  |  |

A graduate student may be compensated for his/her coverage from a private health/hospitalization insurance plan up to the cost of the UMMS Student Health Insurance Plan. The disbursement is based on the student’s association to the policy - whether the student is the primary person on the policy or a dependent included on the policy. Disbursement will be no more than the amount of the UMMS Student Health Insurance Premium for that academic year and will be considered taxable compensation.

**Note for MD/PhD Students:** If you are *graduating in June*, this form and required paperwork must be *submitted and processed prior to graduation*.

**Note for PREP Students**: If you will *not be matriculating into a UMMS program*, this form and required paperwork must *be submitted and processed prior to 6/1/21.*

**Instructions:**

The student must submit this form (complete upper and lower portion) along with a Proof of Coverage letter from the organization that provides the student’s health insurance. This letter must include the following:

* the name of the student covered and the dates that the student was covered by the insurance
* the cost for single coverage for students listed as Primary on the policy

Primary: Student has purchased the policy and is listed as the primary person on the policy (which may or may not also include dependents.) The student will be reimbursed the cost for single coverage, but not to exceed the current UMMS Health Insurance premium.

* the cost for both single coverage and family coverage must be listed for students listed as a Dependent on the policy

Dependent: Student is listed as a dependent on the policy. The student will be reimbursed the difference between the cost for single coverage and the cost of the coverage that includes the student, but not to exceed the current UMMS Health Insurance premium. Note: For students listed as Dependents on a policy, “Family Coverage” assumes that the cost includes coverage for both the primary insured person and the insured dependents.

**Process:**

* For students who have ***not yet selected a Thesis Advisor or who are funded through the Graduate School***, this information should be submitted to the Graduate School office by September 30, 2021.
* For students who have ***selected a Thesis Advisor and who are funded through that Thesis Advisor***, this information should be submitted to the Department/Program Administrator by September 30, 2021.
* An expense report is then prepared on the student’s behalf and is processed through payroll. The disbursement is taxable.

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| Is student the Primary Insured or a Dependent on the policy?  | [ ]  Primary  | [ ]  Dependent |
| The disbursement basis for a dependent is the amount of family coverage less the amount of single coverage |
| Student is Primary Insured on Policy |  | Student is Dependent on Policy |
| Single Coverage |  |  | Family Coverage |  |
| UMMS Health Insurance Premium | $4,173.00 |  | Single Coverage | - |
| Amount of Disbursement |  |  | Disbursement basis |  |
|  |  |  | UMMS Health Insurance Premium | $4,173.00 |
|  |  |  | Amount of Disbursement |  |